

SARGENT COUNTY RECORDER

Alison Toepke

Treasurer/Recorder/Clerk of Court

355 Main St. S., Suite2

Forman, ND 58032

701-724-6241 ext 117

Courthouse Hours: Monday-Friday 9:00 a.m. – 4:30 p.m.

Closed from 12:00 – 12:30 for lunch

Closed for all Major Holidays

Recording Fees

- \$10 for the first page and \$3 for each additional
- A space of at least 4 inches by 3 ½ inches square must be provided on the top of the first page or bottom of the last page of each instrument for the recorders recording information. If recording information can only be placed on the reverse side of an instrument, an additional page (\$3) charge must be levied.
- 1 inch margin on the top bottom, or side of each page. If this is not provided an additional \$10 fee will be applied.
- Instruments satisfying, releasing, assigning, subordinating, continuing, amending or extending more than one instrument previously recorded \$3 for each additional document number or book and page.
- All documents recorded which list more than 5 sections of land, a fee of \$1 for each additional section listed.

For more information on Recording Fees see NDCC 11-18-05

Instrument Requirements

- Document must be an original or certified copy
- **10 point font** is required on entire document
- Adequate county legal description-a survey may be required by the Auditor if any tract or lot of land is divided into irregular shapes which can be described only by metes and bounds NDCC 57-02-39
- Multiple legal descriptions should be written clearly so we can index them accurately. We would prefer they be in numerical or alphabetical order in a font that is also easy to read. Please include a space between legal descriptions.
- All dates filled in
- All signatures must be original handwritten
- Acknowledgments from Notary's must be complete
 - ✓ Notary Seal
 - ✓ State
 - ✓ County
 - ✓ Date of acknowledgement
 - ✓ Names of all individuals signing appear in the acknowledgment
 - ✓ Expiration date of Notary's commission

Additional Requirements for Deeds

- **ALL REAL ESTATE TAXES MUST BE PAID BEFORE ANY DEED CAN BE RECORDED**
- Auditor's transfer stamp and seal NDCC 11-18-02
- Statement of full consideration NDCC 11-18-02.2
- Post Office or street address for Grantee must be shown NDCC 47-19-05

NDRIN

North Dakota Recorders Information Network (NDRIN)-A group of North Dakota counties have joined together to extend the application of the 1999 disaster-proofing FEMA grant and provide access to real estate records via the Internet. These records have previously been available only through books and microfilm in the Recorder's offices in the county courthouses. The service allows users to log onto the web-site to search, view and print records, 24 hours a day, 7 days a week from the counties publishing data to the network. Sargent County is a full member of NDRIN and has all real estate data and images on the NDRIN site dating back to September 2002. These records can be searched by grantor, grantee, legal description and instrument type.

Potential customers interested in subscribing to NDRIN can do by accessing www.ndrin.com

Marriage License Information

- Fee: \$65.00
- It is required by North Dakota law that **both parties be present** when applying for a marriage license.
- Marriage License must be solemnized within 60 days of the issue date.
- Marriage License is valid anywhere in North Dakota
- A valid ID must be presented, a current and valid Driver's License, or a Certified Copy of a Birth Certificate.
- **If previously married:** North Dakota law requires that we receive a **Certified Copy of the Divorce Decree** which must be filed with the application.
- **Age Requirements:** applicant must be 18 years of age or older. If a person is 16 or 17 years of age, a marriage license may be issued **ONLY** with consent of the parents or guardian. A marriage license may not be issued to any person under the age of 16, notwithstanding the consent of the parents or guardian of said person.
- **Certified Copies:** The fee for a Certified Copy of a Marriage License is \$10 for the first copy and \$5 for each additional copy.